

AKRON-SUMMIT COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MAY 28, 2015
COMMUNITY ROOM, FAIRLAWN-BATH BRANCH LIBRARY

President William D. Rich called the meeting of the Board of Trustees of the Akron-Summit County Public Library to order at 4:06 pm at the Fairlawn-Bath Branch Library. The following members of the Board answered the roll call: Lolita Adair, Mark Jackson, Sr., William D. Rich, Bernard Rochford, and Ray Weber. John Frola, Jr., was absent. Present from Library staff were David Jennings, Michelle Scarpitti, Kristin Henry, Eileen Herbert, Pam Hickson-Stevenson, Ann Hutchison, Lisa Peercy, Carl Roxbury, Jane Scott, Val Sherman, Robyn Shondel, and Scott Schrade. Also present was insurance broker, Dennis Toth.

Mr. Rochford moved, seconded by Mr. Weber, to adopt the agenda for the May 28, 2015 meeting. The roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 15-30
AGENDA

Mrs. Adair moved, seconded by Mr. Weber, to adopt the minutes of the April 30, 2015 meeting. The roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 15-31
APRIL MEETING
MINUTES

Mr. Rich expressed appreciation to the Fairlawn-Bath staff for hosting the May board meeting. He noted the success of the levy and the high percentage of approval. He thanked everyone who worked on the campaign and said that the work the staff do every day had the biggest effect. PRESIDENT'S
REMARKS

Michelle Scarpitti, Fiscal Officer, presented the financial report for April 2015.

[The financial report is appended to the minutes.]

Ms. Scarpitti noted a small correction on page 3, under month-to-date for restricted gifts; a receipt for Mind Body & Sole sponsorship should be shown under restricted not non-restricted.

Mr. Rochford moved, seconded by Mrs. Adair, to adopt the April 2015 financial report. The roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 15-32
APRIL
FINANCIAL
REPORT

Ms. Scarpitti presented the first adjustment to the budget which is for insurance renewals in the amount of \$168.00 from line item #3610 to line item #3420.

Mrs. Adair moved, seconded by Mr. Rochford, to approve Budget Adjustment #1 as presented by Ms. Scarpitti to cover insurance renewals. The roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 15-33
BUDGET
ADJUSTMENT #1

Ms. Scarpitti presented a second adjustment to the Budget.

Mrs. Adair moved, seconded by Mr. Weber, to approve Budget Adjustment #2 as presented by Ms. Scarpitti to move \$20,000 into the Blakney Foundation Grant Fund. This transfer was planned as part of the permanent appropriations. The roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 15-34
BUDGET
ADJUSTMENT #2

Ms. Scarpitti presented the donor/gift list and reported that in April the Library received \$2,044.96 in monetary donations. In addition, there were three and one-half pages of materials donations.

Mrs. Adair moved, seconded by Mr. Jackson, acceptance of the donor/gift list with great appreciation. The roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried. 15-35
DONOR/GIFT LIST

Ms. Scarpitti presented the investment report for April 2015.

[The investment report is appended to the minutes.]

Lisa Percy presented the April 2015 Personnel Report. She stated there had not been any changes since it was sent to the Board.

**AKRON-SUMMIT COUNTY PUBLIC LIBRARY
Personnel Report – May 2015**

RESIGNATIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Armstrong, Keith	Student Assistant	05.07.15	Portage Lakes
Risko, Gabrielle	Student Assistant	05.30.15	Green

RETIREMENT:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Rennick, Darlene	Public Service Assistant I	06.1.15	Circulation

SELECTIONS:

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Mertz, Katelyn	Technical Services Assistant	05.25.15	Technical Services
Moore, Meile	Student Assistant	05.18.15	Maple Valley

CHANGE OF STATUS: (Promotion)

<u>Employee</u>	<u>Classification</u>	<u>Date</u>	<u>Agency</u>
Chabola, Clay	Public Service Assistant I (pt) (6/1) \$12.87/hr		Circulation
	Public Service Assistant II (ft) (7/1A) \$13.38/hr	05.25.15	Kenmore
Gardella, Tonya	Librarian (11/1A) \$19.37/hr		Nordonia Hills
	Branch Manager (15/1) \$26.84/hr	05.18.15	Goodyear

Hindi, Noor	Student Assistant (1/1) \$8.10/hr		Firestone Park
	Public Service Assistant II (pt) (7/1) \$13.18/hr	05.25.15	Kenmore

RETIREMENT (history)

Darlene Rennick

2/25/02 - 06/01/2015 – (Part-Time) Public Service Assistant I, Circulation

NUMBER OF STAFF MEMBERS

	<u>05.15.11</u>	<u>05.11.12</u>	<u>05.23.13</u>	<u>05.16.14</u>	<u>05.19.15</u>
Full-Time Staff:	268	263	260	254	246
Part-Time/Job-Share Staff:	49	39	36	44	47
Student Assistants:	77	79	91	82	82
Total number of Staff:	394	381	387	380	375
Full-Time Equivalents	304	294	294	288	284

NOTE: These numbers cannot be compared from month to month for the following reason: the numbers may not reflect additions and deletions to the payroll system as the changes are made immediately prior to or after the date the personnel action is effective.

Mr. Rochford moved, seconded by Mr. Weber, to adopt the Personnel Report. The roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-36
PERSONNEL REPORT

Mr. Jennings thanked Jane Scott, Branch Manager, for her hospitality at the Fairlawn-Bath Branch Library. He noted that Ms. Scott gave a number of speeches during the levy campaign and thanked her for that.

DIRECTOR'S REPORT

On May 5 voters demonstrated significant support for the Library by approving Issue 8 with a tally of 16,177 voting for (69.6%), and 7,070 voting against (30.4%). This was the largest percentage of voters approving a library levy in any of the nine ASCPL issue elections (first levy was in 1984), including those that were renewals only.

LEVY RESULTS

Some voting results highlights included:

City of Akron	78% For
Ward 1	88% For
Ward 3	86% For
Ward 4	84% For
Ward 8	84% For
City of Tallmadge	78% For
City of Fairlawn	86% For

Mr. Jennings reiterated what he has stated to staff numerous times: the Library gains support and wins levies through the quality of services provided each day. These election results are a testament to the terrific people who work for the Library, providing services and resources, supporting each others' efforts, and engaging with the community. These results are a moment of affirmation for the staff, management, and Board. Such results also mean that the Library needs to continue to strive for excellence, and innovation, in serving the public that values what the Library does.

Mr. Jennings stated that over the past year the Library has been going through the process necessary to become a Passport Acceptance Facility. Other libraries in Northeast Ohio have done this successfully, most notably the Cuyahoga County Public Library and Stow-Munroe Falls Public Library. Library customers clearly value this service from their libraries.

PASSPORT SERVICES

The federal agency in charge of this service, the National Passport Center in Portsmouth, New Hampshire, has indicated their desire for the Library to provide this service at the downtown Main Library. Mr. Jennings said the Library needs to be ready to debut this service in the Technology Center on the first floor of Main Library in late June or early July, once required staff training is completed. He will describe the service in more detail in the June Board report.

Mr. Jennings reported that the Library has the fourth year of Mind, Body & Sole coming up, the summer reading and wellness program. This year, the Library will have more outreach in increasing the interest in MB&S.

MIND, BODY & SOLE

The Library is a collaborative partner with the Ohio Chautauqua that is coming to Akron in June. The Board is invited to a kick-off on Tuesday, June 23 at West Point Market.

OHIO CHAUTAUQUA

Mr. Jennings reported the Meeting Room Policy as currently written has a problematic area; political campaign committees cannot use Branch meeting rooms because they are not a non-profit. By policy, however, incumbents are permitted to meet with their constituents. Mr. Jennings asked the Board for discussion to allow campaign committees to use Library buildings. This policy discussion may be continued at a Marketing Communications & Library Services Committee meeting in June.

MEETING ROOMS

***REPORT OF BUILDING & GROUNDS COMMITTEE MEETING
AKRON-SUMMIT COUNTY PUBLIC LIBRARY
May 28, 2015***

COMMITTEE REPORTS

The Building & Grounds Committee met Thursday, May 28, 2015 in the Community Room at the Fairlawn-Bath Branch Library.

Committee chair Lolita Adair called the meeting to order at 3:37 pm with committee members, William D. Rich and Ray Weber attending. Also attending the meeting was Board member Bernie Rochford. Library staff members, David Jennings, Michelle Scarpitti, Pam Hickson-Stevenson, Ann Hutchison, Lisa Percy, Carl Roxbury and Robyn Shondel and Attorney Jeff Heintz of Brouse McDowell.

Mr. Rich moved, seconded by Mr. Rochford approval of the agenda, all committee members present voted aye.

In the only order of business, Mr. Jennings discussed the draft easement agreement with the City of Norton for use of a thin slice of Library property at the Norton Branch Library for the purpose of improving and widening Cleveland-

Massillon Toad. After Mr. Heintz described the various parameters of the agreement, Mr. Rich moved to recommend to the Board the adoption of the easement agreement with the City of Norton as presented. Mr. Weber seconded the motion, all committee members present voted aye, and this comes as a recommendation to the Board.

There was no discussion, and the roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-37
NORTON EASEMENT

With no further business, the meeting adjourned at 3:44 pm.

**REPORT OF PERSONNEL COMMITTEE MEETING
AKRON-SUMMIT COUNTY PUBLIC LIBRARY
May 28, 2015**

On Thursday, May 28, 2015, the Personnel Committee met in the Community Room of the Fairlawn-Bath Branch Library. The meeting was called to order at 2:45 pm by Committee member William D. Rich. Also in attendance was Committee member Lolita Adair. Library staff members David Jennings, Pam Hickson-Stevenson, Lisa Peercy, Robyn Shondel, Carl Roxbury, and Ann Hutchison, were also present, along with insurance broker Dennis Toth.

Mr. Rich moved to adopt the agenda, and all committee members present voted aye.

The first item on the agenda was presentation of recommended insurance benefits for 2015/2016 by Mr. Jennings and Ms. Peercy. The Library's Medical Benefits plan through SummaCare would remain unchanged from the previous year. The proposed premium increase is 6.97%; approximately half of this increase consists of federally mandated taxes as part of the Affordable Care Act. After discussion of various issues with insurance broker Dennis Toth, Mr. Rich moved to recommend adoption of medical benefits through SummaCare as described in the memo from Ms. Peercy. After Mrs. Adair seconded, all members of the committee present voted aye, and this comes as a recommendation to the Board.

There was no discussion, and the roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-38
HEALTH INSURANCE
RENEWAL

Next for discussion was the Dental, Life, Accidental Death & Dismemberment insurance with Lincoln Financial. As outlined in the memo from Ms. Peercy, this year's premium increase for dental coverage will be 13%. Mr. Rich moved to recommend adoption of the Dental, Life, and Accidental Death & Dismemberment benefits as described in the memo. The motion was seconded by Mrs. Adair. All committee members present voted aye, and this comes as a recommendation to the Board.

There was no discussion, and the roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-39
VISION, LIFE AND
AD&D RENEWAL

Mr. Rich then moved to accept the quote from Lincoln Financial for Vision coverage with no increase in premiums. The motion was seconded by Mrs. Adair. All committee members present voted aye, and this comes as a recommendation to the Board.

There was no discussion, and the roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-40
VISION RENEWAL

Mr. Rich moved to recommend approval of increasing the Flexible Spending Account maximum employee contribution to \$2550, as now permitted by federal law. The motion was seconded by Mrs. Adair. All committee members present voted aye, and this comes as a recommendation to the Board.

There was no discussion, and the roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-41
FSA RENEWAL

Several requests for re-classification of positions were then presented, as outlined in a memo from Ms. Peercy to Mr. Jennings. After discussion of those positions and the need to change their classifications, particularly the competitive nature of IT employment, Mr. Rich moved to reclassify the Network Services Coordinator position from Grade 17 to Grade 19, Information Technology Manager; to reclassify the Web Specialist position from Grade 12 to Grade 14, Web Developer; to reclassify one vacant System Support Specialist position from Grade 14 to Grade 17 Network Administrator. The motion was seconded by Mrs. Adair. All committee members present voted aye, and this comes as a recommendation to the Board.

There was no discussion, and the roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-42
RE-CLASSIFICATION
OF INFORMATION
TECHNOLOGY
POSITIONS

After hearing about the change in scope of the position in charge of library security, Mr. Rich also moved to reclassify the Security Supervisor position from Grade 13 to Grade 15, Security Manager. The motion was seconded by Mrs. Adair. All committee members present voted aye, and this comes as a recommendation to the Board.

There was no discussion, and the roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-43
RE-CLASSIFICATION
OF SECURITY
SUPERVISOR
POSITION

Committee Chair Bernie Rochford arrived at 3:10 pm.

Mr. Jennings and Ms. Peercy then provided an update on the Library's diversity efforts that have continued since the diversity initiative of 2012. Included in the update was a review of the Library's equal employment opportunity statistics, which show a higher percentage of African-American employees than in 2012 (17% in 2015, 14.5% in 2012), and higher percentage for all minority employees than in 2012 (19.6% in 2015, 17.1% in 2012).

Additionally, they reported on the very positive progress of the four staff receiving the McDowell Librarian Scholarship. Mr. Jennings stated that the amount appropriated in the 2015 Budget from the C. Blake McDowell, Jr. Fund may be able to accommodate an additional scholarship in 2015 since two of the four scholarship recipients should graduate in August. Mrs. Adair moved to authorize posting of another scholarship if Mr. Jennings and Ms. Scarpitti determine the budget will allow. All committee members voted aye and this comes as a recommendation to the Board.

There was no discussion, and the roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-44
MCDOWELL
SCHOLARSHIP

The last item of committee business was the adoption of revised Customer Service Standards, section 2.1 of the ASCPL Employee Handbook. After hearing a short explanation of minor changes to the current standards, Mr. Rich moved to adopt the new standards as recommended. The motion was seconded by Mrs. Adair. All committee members present voted aye, and this comes as a recommendation to the Board.

There was no discussion, and the roll call vote followed: Mrs. Adair, Mr. Jackson, Mr. Rich, Mr. Rochford, and Mr. Weber all voted aye. The motion carried.

15-45
ADOPTION OF
REVISED CUSTOMER
SERVICE STANDARDS

With no further business, the meeting was adjourned at 3:25 pm.

Mr. Rich reported there were no announcements from Senior Staff.

Mr. Rich reported there were no requests for Public Participation.

With no further business, Mr. Rich adjourned the meeting at 5:01 pm.

ADJOURNMENT

President

Secretary